

ASSIGNMENT 5

Textbook Assignment: "Military Pay Deductions," chapter 4, pages 4-21 through 4-36, and "Navy Pay Procedures," chapter 5.

5-1. A member was UA from 1630, 4 March, until 2350, 18 March, and the absence was not excused. What are the inclusive dates of UA?

1. 4 to 18 March
2. 4 to 17 March
3. 5 to 18 March
4. 5 to 17 March

5-2. SN Brown was UA from 0900, 10 May, until 0850, 11 May. SN Brown may be charged 1 day's UA if the absence is not excused.

1. True
2. False

- | |
|---|
| <ol style="list-style-type: none">1. 2 days2. 4 days3. 6 days4. None |
|---|

Figure 5-A

IN ANSWERING QUESTIONS 5-3 THROUGH 5-6, REFER TO FIGURE 5-A. DETERMINE THE NUMBER OF DAYS, IF ANY, IN A NONPAY STATUS FOR THE MEMBERS ON UA USED AS THE QUESTION.

5-3. A member is UA from 0730, 28 Feb 92, until 1215, 4 Mar 92.

5-4. A member is UA from 1200, 30 Oct, until 1730, 2 Nov.

5-5. A member is UA from 0730, 31 Jan, until 1830, 4 Feb.

5-6. A member is from 1200, 17 May, until 0730, 18 May.

5-7. The CO may impose all EXCEPT which of the following NJPs?

1. Reduction in rate from DK1 to DKS
2. Reduction in rate from DK3 to DKS
3. Forfeiture of 1/2 month's pay for 1 month
4. Forfeiture of 1/2 month's pay for 2 months

5-8. A member is awarded NJP that includes both reduction in grade from E-5 to E-4 and forfeiture of pay. The forfeiture must be based on which grade?

1. E-5 only
2. E-4 only
3. One-half of forfeiture based on E-5 and the other half based on E-4

5-9. When a member does not consent to collection of a fine from his or her current pay, when is the fine collected?

1. At the end of the calendar year
2. At the end of the fiscal year
3. At the expiration of 6 months from the date the fine was awarded
4. Upon separation from the service

5-10. What authorizing document is used to support appropriate pay deductions of court-martial punishments for (a) officers and (b) enlisted?

1. (a) NAVPERS 1070/607;
(b) letter
2. (a) NAVPERS 1070/607;
(b) NAVPERS 1070/607
3. (a) Letter;
(b) NAVPERS 1070/607
4. (a) Letter;
(b) letter

- 5-11. The amount deducted from a member's pay for checkage of excess leave is based on the rates of pay and/or allowances credited on what date(s)?
1. Date the excess leave is discovered
 2. Date the member consented to the checkage
 3. Date the checkage is posted on the MMPA
 4. Date(s) the period of excess leave was actually taken
- 5-12. Recoupment of bonuses are based on what rate of pay?
1. Daily
 2. Weekly
 3. Monthly
 4. Annual
- 5-13. When are you required to prepare and issue a recoupment of bonus or continuation pay certificate?
1. Entitlement and recoupment are in the same calendar year
 2. Entitlement and recoupment are in different calendar years
 3. Entitlement and recoupment are in the same month
 4. Entitlement and recoupment are in different months
- 5-14. The disbursing officer upon receipt of documentation alleging a member's indebtedness must notify the member for which of the following purposes?
1. To determine if the debt is valid
 2. To determine the rate of collection that will be made against the member's pay
 3. To notify the member of options to request remission or waiver of the indebtedness
 4. Each of the above
- 5-15. Normally, how many days after you receive an indebtedness document are you required (a) to notify a member and (b) how many days later is pay checkage made?
1. (a) 3; (b) 30
 2. (a) 4; (b) 30
 3. (a) 10; (b) 15
 4. (a) 15; (b) 15
- 5-16. What does the term *one-time checkage* mean?
1. Collection by cash
 2. Collection by check
 3. Collection by pay checkage within one payday
 4. Collection by pay checkage within two paydays
- 5-17. Installment liquidation of an indebtedness may be allowed on which of the following categories of debt?
1. The debt is the result of illegal acts on the part of the member
 2. The debt represents an unearned travel advance
 3. The debt is the result of the member's failure to promptly report a decrease in pay
 4. The debt is over \$100
- 5-18. A member's request for remission of an indebtedness under 10 USC 6161 is considered on the basis of which of the following factors?
1. Member's value to the service
 2. Hardship
 3. Morale
 4. Each of the above

- 5-19. Which of the following factors is NOT considered when determining approval or disapproval of a request for waiver of indebtedness is determined under 10 USC 2774?
1. Indication of fraud or fault on the part of the applicant
 2. Financial status of the member
 3. Collection is against the equity of the United States
 4. Applicant's awareness of the erroneous payment
- 5-20. Eligibility criteria and procedures for submission of application for waiver or remission of indebtedness of naval personnel are contained in which of the following publications or instructions?
1. NAVCOMPT Manual, volume 4
 2. PAYPERSMAN
 3. NRVCOMPINST 7220.16
 4. SECNAVINST 7220.38
- 5-21. Which of the following officials may direct continued withholding of an enlisted member's indebtedness if the member's impending separation from the naval service would prevent full recovery in the event that the request for waiver is denied?
1. Comptroller of the Navy
 2. Commanding officer
 3. Director, DFAS - Cleveland Center
 4. Chief of Naval Operations
- 5-22. A member's application for waiver of indebtedness should be sent to DFAS - Cleveland Center under what daily transmittal group?
1. Group I
 2. Group 11
 3. Group III
 4. Group IV
- 5-23. Except for waiver applications under 10 USC 2774 involving debts of over \$500, what official has been delegated the authority to waive the indebtedness of naval personnel?
1. Chief of Naval Operations
 2. Comptroller of the Navy
 3. Director, DFAS - Cleveland Center
 4. Judge Advocate General of the Navy
- 5-24. Upon receipt of BM1 Jones' application for waiver of indebtedness, DFAS - Cleveland Center suspended the monthly checkage of indebtedness on the MMPA 10 April. BM1 Jones' application was disapproved 23 May. DFAS - Cleveland Center will resume checkage of the indebtedness on what date?
1. 11 May
 2. 24 May
 3. 11 June
 4. 24 June
- 5-25. When a waiver has been granted to a member, he or she must apply for refund of previously collected amounts within what-period of time?
1. 1 year
 2. 2 years
 3. 18 months
 4. 6 months
- 5-26. What action should you take after receiving a PAA for a member who has been separated from the service?
1. Send PAA to DFAS - Cleveland Center
 2. Send PAA to the member's separation mailing address
 3. Send PAA to BUPERS
 4. Return PAA to the originator

- 5-27. What is the maximum legal amount that a member may contribute to the Montgomery GI Bill?
1. \$1,000
 2. \$1,200
 3. \$1,400
 4. \$1,600
- 5-28. The authority of the disbursing officers to make payments is limited to which of the following purposes?
1. Military and civilian payrolls
 2. Authorized travel expenses for civilian and military personnel
 3. Approved bills for supplies and services
 4. All of the above
- 5-29. Normally, what official authorizes the disbursing officer to receive and disburse public funds?
1. Supply officer
 2. Director, DFAS - Cleveland Center
 3. Commanding officer
 4. Chief of Naval Operations
- 5-30. The disbursing officer's specific authority to make payments with appropriated funds is contained in what publication?
1. PAYPERSMAN
 2. DODPM
 3. NAVCOMPT Manual, volume 2
 4. NAVCOMPT Manual, volume 4
- 5-31. Supporting documents for transactions requiring payments of public funds must contain which of the following information?
1. The signature of the commanding officer
 2. A complete record of the transaction
 3. A certification by the disbursing officer
 4. Each of the above
- 5-32. Supporting documents that affect members' pay and allowances may be signed by which of the following personnel?
1. The commanding officer
 2. An officer designated by the commanding officer
 3. An enlisted member designated by the commanding officer
 4. Each of the above
- 5-33. The certification or verification of the supporting document for a transaction must be signed by which of the following individuals?
1. A person having knowledge of the facts concerning the transaction
 2. The executive officer
 3. The supply officer
- 5-34. When the commanding officer has authorized another person to sign pay documents by direction, which of the following procedures is NOT required?
1. A copy of the authorization must be attached to each document signed by direction
 2. The disbursing officer must be notified in writing that the authorization has been granted
 3. The notification must contain a sample of the authorized signature
 4. The disbursing officer must retain the notification for as long as it is effective
- 5-35. A request for clarification on questionable receipts and disbursements of official funds is referred to what activity or official?
1. DFAS - Washington Center
 2. BUPERS
 3. Treasurer of the United States
 4. Comptroller of the Navy

- 5-36. OCR documents are prescribed by which of the following officials?
1. Director, DFAS - Cleveland Center
 2. Comptroller of the Navy
 3. Bureau of Naval Personnel
 4. Both 2 and 3 above
- 5-37. Detailed instructions on the preparation of OCR documents are found in what publication?
1. DODPM
 2. SDSPROMAN, volume I
 3. PAYPERSMAN
 4. NAVCOMPT Manual
- 5-38. After you prepare a NAVCOMPT Form 3053, you are required to transmit the document to DFAS - Cleveland Center in how many days?
1. 1
 2. 2
 3. 3
 4. 4
- 5-39. To achieve the degree of accuracy of OCR input documents, a minimum goal of edit/reject rate of less than what percentage point has been established for local disbursing offices?
1. 7 percent
 2. 5 percent
 3. 3 percent
 4. 4 percent
- 5-40. You have been designated as a document control clerk by your disbursing officer. You are responsible for which of the following duties?
1. Receipt of documents
 2. Control of document flow
 3. Daily transmittals and retained files maintenance
 4. Each of the above
- 5-41. What form is used to transmit OCR input documents to DFAS - Cleveland Center?
1. NAVCOMPT Form 3050
 2. NAVCOMPT Form 3051
 3. NAVCOMPT Form 3052
 4. NAVCOMPT Form 3053
- 5-42. Except for payrolls and C allotments inputs, what is the maximum number of documents that you can include in one transmittal?
1. 25
 2. 50
 3. 75
 4. 100
- 5-43. The disbursing officer's copy of a NAVPERS OCR form sent to BUPERS by the admin or personnel officer should not be accepted by the disbursing document control clerk unless it contains which of the following data?
1. Legible impression of the member's signature
 2. Legible impression of the certifying officer's signature
 3. Julian date and transmittal number
 4. Initials of the admin document control clerk
- 5-44. What corrective action should you take upon discovering an error on an allotment input document that has been transmitted to DFAS - Cleveland Center?
1. Require the allotter to fill out another allotment request
 2. Retype the document and transmit it as a corrected document
 3. Furnish the correct information to DFAS - Cleveland Center by message
 4. Advise the allotter to furnish the correct information to DFAS - Cleveland Center by letter

- 5-45. You should send a tracer on an unacknowledged transmittal within how many days after transmission?
1. 15 days only
 2. 15 days plus transmission time
 3. 30 days only
 4. 30 days plus transmission time
- 5-46. A tracer or follow-up action sent to DFAS - Cleveland Center pertaining to transmitted payrolls must be done by using what method?
1. By a copy of the NAVCOMPT Form 3051 marked TRACER COPY
 2. By a NAVCOMPT Form 2268
 3. By message
 4. By letter
- 5-47. The JUMPS field performance report contains all EXCEPT which of the following information?
1. List of pay offices submitting the most rejected documents
 2. Reject rate assigned to the pay office
 3. List of documents submitted with errors
 4. JUMPS error codes
- 5-48. UMIDS is used to perform which of the following functions?
1. Preparation of military payrolls
 2. Preparation of financial reports
 3. Maintenance of LESSs
 4. Each of the above
- 5-49. Which of the following activities would likely be using UMIDS?
1. USS Saratoga (CV-60)
 2. PSD NTC San Diego, CA
 3. PSD Dallas, TX
 4. Both 2 and 3 above
- 5-50. Which of the following statements is correct concerning the preparation and transmittal of UMIDS-related documents?
1. OCR documents are required to be prepared on OCR typewriters
 2. A transmittal number is assigned for every 50 documents transmitted
 3. NAVCOMPT OCR forms prepared in the disbursing office may be handwritten
 4. OCR documents do not require signatures of certifying officers
- 5-51. How often must you transmit UMIDS generated pay data to DFAS - Cleveland Center?
1. Daily
 2. Every 2 days
 3. Every 5 days
 4. Every 4 days
- 5-52. SDS is designed to support which of the following functions?
1. Travel
 2. Fiscal
 3. Pay account
 4. Public voucher
- 5-53. All EXCEPT which of the following benefits are achieved through SDS?
1. Exchange of information among disbursing officers ashore
 2. Capability of receiving feedback from headquarters
 3. Transmittal of data to headquarters in reduced time frames
 4. Transmittal of data with increased accuracy
- 5-54. The SDS local data base is linked to what two commands?
1. DFAS - Cleveland Center and DFAS - Washington Center
 2. DFAS - Washington Center and BUPERS
 3. BUPERS and DFAS - Cleveland Center
 4. DFAS - Cleveland Center and the appropriate FAADC

5-55. Pay and personnel transactions submitted under SDS to change a member's pay account are referred to by what term?

1. Code
2. Submission
3. Action
4. Event

1. Data base
 2. Data editing
 3. Help screen
 4. Suspense files

Figure 5-B

IN ANSWERING QUESTIONS 5-56 THROUGH 5-59, REFER TO FIGURE 5-B. IDENTIFY THE SDS CONCEPT THAT MATCHES THE DESCRIPTION USED AS THE QUESTION.

- 5-56. SDS capability to reject invalid data.
- 5-57. Transmitted data are kept in this file until receipt of feedback from headquarters.
- 5-58. Contains the record of each Navy member that the SDS activity is responsible for.
- 5-59. Serves as an automated user manual.
- 5-60. The capability that allows an SDS user to search the data base and find, display, or print records is referred to by what term?
1. Access
 2. Seek
 3. Query
 4. Inventory

1. Terminal operator
 2. Terminal area security officer
 3. Site manager
 4. Associate data base administrator

Figure 5-C

IN ANSWERING QUESTIONS 5-61 THROUGH 5-64, REFER TO FIGURE 5-C. IDENTIFY THE PERSON THAT PERFORMS THE TASK USED AS THE QUESTION.

- 5-61. Directs and controls SDS operations within the PSD.
- 5-62. Releases each event to the event file.
- 5-63. Responsible for all SDS ADP functions within the PSA network.
- 5-64. Establishes local security procedures and controls.
- 5-65. After you create supporting documents in SDS, what number is automatically assigned to each document?
1. Event control number
 2. Document control number
 3. Transmittal number
 4. Preparation number
- 5-66. Which of the following personnel releases SDS pay-related transactions for transmission?
1. Rollkeeper
 2. Travel supervisor
 3. Auditor
 4. Document control clerk
- 5-67. Rejected SDS-generated documents are assigned error codes and listed on the JUMPS field performance report.
1. True
 2. False
- 5-68. What publication provides detailed operating procedures for the input and processing of SDS events?

1. MILPERSMAN
2. PAYPERSMAN
3. SDSPROMAN
4. DODPM

- 5-69. How many deductions from active duty pay accounts must be made for an allotment to be deducted from retirement pay?
1. One
 2. Two
 3. Three
 4. Four
- 5-70. After completion and verification of the NAVCOMPT Form 2272, it is mailed to what code or section of DFAS - Cleveland Center?
1. Code JRE
 2. Code JJPC
 3. Retirement pay section
 4. Allotments section
- 5-71. The NAVCOMPT Form 2272 of a prospective retiree must be forwarded to DFAS - Cleveland Center not later than how many days before the effective date of the retirement?
1. 15 days
 2. 30 days
 3. 45 days
 4. 60 days
- 5-72. What action, if any, is taken if the retiring member decides to have his or her retirement pay sent to a financial institution?
1. Advise member to submit a letter request to DFAS - Cleveland Center
 2. Submit a NAVCOMPT 3060 to start DDS effective the date the member is transferred to the Fleet Reserve
 3. Request the retiring member to complete blocks 6a, 6b, and 6c of the NAVCOMPT Form 2272
 4. No action is taken because retirement pay is automatically sent to a financial institution
- 5-73. Retained copies of UMIDS-generated documents are filed in what order?
1. Transmittal number in ascending order
 2. Transmittal number in descending order
 3. ECN in ascending order
 4. ECN in descending order
- 5-74. When do you transfer to the appropriate federal records center the retained records of a disbursing officer afloat?
1. When the documents are 1 year old
 2. 90 days after the relieved disbursing officer's detachment date
 3. Either 1 or 2 above, whichever is earlier
- 5-75. Retained documents transferred to federal records centers are destroyed after what period of time?
1. 2 years after the period covered
 2. 2 years after the last day of the fiscal year in which the documents were transmitted
 3. 6 years and 3 months after the period covered
 4. 6 years and 3 months after the last day of the fiscal year in which the documents were transmitted